



Job Description & Person Specification

Douglas Macmillan Hospice
Barlaston Road, Stoke-on-Trent, ST3 3NZ

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Job Title:	Team Leader (Young Adult Service)
Responsible to:	Head of Young Adult Service
Accountable to:	Director of Care
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Job Summary:

To work alongside the Head of Service as an integral part of the developing Dougie Mac Young Adult Service. Provide clinical leadership and line management to a team of nurses and care support workers.

To act as a role model to the team, demonstrating and exemplifying positive behaviours, values and attitudes, and, promoting clinical excellence.

Duties & Responsibilities:

- To be involved in the further development and evaluation of the Young Adult Service.
- Line management responsibility for clinical staff.
- To manage staffing levels, skill mix and patterns of working, ensuring the service provision is safe, flexible and appropriate to the needs of service users.
- Work in clinical practice alongside staff, acting as a role model to support, supervise and assess training and development needs.
- Ensure that accurate nursing records are maintained for all service users.
- To act as a professional resource for other members of the multi-disciplinary team, service users, families and carers.
- Attend and contribute to meetings appropriate to role and on behalf of the Head of Service as required.
- To participate and lead on delegated areas of responsibility.
- Participate in the recruitment and selection of new staff, ensuring all clinical staff receive an appropriate induction and allocation of a mentor.
- To adopt a proactive commitment and reflective approach to continuing personal and professional development, participate constructively in annual appraisal.
- Deputise for the Head of Service in their absence.
- To support the organisation in ensuring the young adult service is fully compliant with the regulatory requirements of the Care Quality Commission (CQC)
- To comply with the NMC code of conduct at all times

Training and Education:

- To attend staff development programmes, training courses and study days as deemed necessary by the relevant Director.
- To take personal responsibility for attendance at mandatory training

- To take personal responsibility for ensuring all competency assessments are completed and reassessed on an annual basis (where applicable to role)

Dougie Mac Values:

Our mission is to deliver excellent CARE to people approaching end of life.

- **Compassion** - Working together by considering the views of others, understanding the challenges they face and providing support.
- **Accountability** - Takes personal responsibility for our actions, owning our decisions and behaviours.
- **Respect** - Always trusting, listening and challenging each other. Understanding that we are at our best as individuals whilst working as a team.
- **Excellence** - Embracing excellence by empowering and motivating each other to be the best that we can be.

Standard Requirements of all Dougie Mac Staff:

- To be flexible and adapt to the needs of the department and your team.
- To maintain strict confidentiality and adhere to data protection policies at all times.
- To observe and maintain security procedures.
- Exercise responsible stewardship of hospices resources at all times.
- Attendance at meetings events and activities may require the post holder to work beyond the normal hours / days of work quite regularly – flexibility is essential.
- To have an understanding and demonstrate regard for the Hospice philosophy and its functions.
- Travel in the Stoke on Trent / North Staffordshire area, and on occasions within the UK, to attend participate in training and personal development opportunities, using own vehicle or public transport, for which expenses will be met in line with policies in the staff handbook.
- To maintain an effective and collaborative working relationship with other members of staff and volunteers.
- Conform to conventional standards of business dress when representing the hospice.
- To accept temporary redeployment within any part of the hospice should the need arise and to ensure hospice goals and objectives are met.
- Safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. As an employee, you are expected to follow the Hospice's Safeguarding Policies and report any concerns in accordance with those policies.

Safety Health Environment (SHE):

- All employees must familiarise themselves with the Hospice Safety Health Environment (SHE) policies, processes and procedures and act in accordance with them at all times. Employees must ensure that they conduct themselves in a manner which does not endanger their own health and safety or that of others.
- All employees have a duty of care to promptly report any near misses, dangerous occurrences or accidents whilst at work in line with the relevant Safety Health Environment procedures
- All employees should attend mandatory Safety Health Environment training sessions annually/periodically for defined activities etc and ensure that they follow the processes and procedures as outlined in the training.
- Any breaches of the Safety Health Environment Health standards will be dealt with under the DMH disciplinary procedure.

Quality:

- The hospice expects all staff to work to the highest standards. The quality of care provided by every member of staff is paramount.
- All employees must
 - familiarise themselves with the policies and procedures relevant to their role.
 - ensure that they are competent to carry out their role.
- All employees are responsible for the management of risk: they must:
- Attend mandatory training;
 - Report incidents when things go wrong and provide evidence that they have learnt from the experience;
 - Record all adverse comment made by patients and their families; as well as customers, donors and the wider public.
 - Raise concerns when they see any unsafe practice within your place of work.

This job description is intended to be the main guide to the principle duties and responsibilities of the post. It should not be seen as an exhaustive, inflexible document. The employee shares with the employer the responsibility to suggest amendments as necessary to meet the changing needs of the hospice and department.

Person Specification

	Essential	Desirable
Qualifications & Training* <i>Professional and post basic qualifications. Specialised training required for this post.</i>	Qualifications -Registered Nurse with a minimum of 5 years post registration experience. - Degree level qualification	<i>- Evidence of post qualifying study or training, for example Palliative / complex care Leadership PARE / Mentorship</i>
Experience <i>Type and level of job related experience required (expressed as additional/or alternative to qualifications above).</i>	- Experience of leading / managing a team. - Experience of staff recruitment, supervision, and performance review. -Experience of holistic, person centred care planning in either a health or social care setting. -Experience of implementing quality improvements, audits, risk assessments, and developing policy.	-Experience of working with those who have complex care needs or who are living with life threatening / life limiting conditions -Experience of partnership working across agencies including health, social care, education, and the voluntary sector.
Skills & Knowledge <i>Type and level of job related experience required (Expressed as additional/or alternative to qualifications above).</i>	- Leadership skills – the ability to integrate into and lead the existing established team. - Decisive and effective decision making skills -Demonstrable advanced communication/ inter-personal skills. -Planning and organisational skills. -Negotiation and problem solving skills. -Knowledge and understanding of Adult Safeguarding, the Mental Capacity Act and Deprivation of Liberty Safeguards - IT skills including Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)	-Knowledge and understanding of the specific needs of young adults
Aptitudes & Attributes <i>What aptitudes and personal qualities are required, e.g. written verbal/expression, taking responsibility, cooperating, organising, resolving problems, exercising initiative</i>	- Able to demonstrate a high level of self-motivation, confidence in decision making and accountability. - An applied awareness of maintaining professional boundaries - Ability to motivate others. - Able to advocate on behalf of service users and families	<i>-Vision for service development</i>
Other Job Requirements <i>Specific job circumstances such as unsocial hours. Specific requirements, car driver etc.</i>	- Driver -Flexible working to meet service requirements.	

Are you interested?

To find out more or to apply please visit our website: www.dmhospice.org.uk or contact HR via **Telephone:** 01782 344300 or **Email:** applynow@dmhospice.org.uk for an application pack.

***National Qualification Framework**

National Qualifications Framework		Framework for Higher Education levels (FHEQ)	
8	Specialist awards	Doctoral (D)	- Doctorates
7	Level 7 Diploma (Professional Qualifications) certificates and diplomas	Masters (M)	- Masters degree, post graduate
6	Level 6 Diploma (Professional Qualifications) Certificates and Diplomas	Honours (H)	- Bachelors Degrees, Graduate
5	Level 5 BTEC HND degree, higher national diplomas	Intermediate (I)	- Diplomas of higher education, foundation
4	Level 4 Certificate	Certificates (C)	- Certificates of higher education.
3	Level 3 Certificate (OND), Level 3 NVQ, A levels		
2	Level 2 Diploma, Level 2 NVQ, GCSEs Grade A*-C		
1	Level 1 Certificate, Level 1 NVQ, GCSE Grade D-G		
Entry	Entry Level Certificate in Adult Literacy		

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